

## Summerland Cultural Plan Task Force - Work Plan – Task Manager

Revised April 15, 2016

	Details/Action	Timeline	Accountable	Status
1. Preparation (2 – 3 months)	Read relevant documents <ul style="list-style-type: none"> <li>Assign</li> <li>Categorize</li> <li>Executive Summary</li> </ul>	May - July 2015	C. P. T. F. Members  Reading Summary Team	Complete
	Decide on preliminary meaning of “Culture”	May 2015	CPTF Members	Complete
	<ul style="list-style-type: none"> <li>Determine scope of plan: what to include and exclude.</li> </ul>	May 2015	CPTF Members	Complete
	<ul style="list-style-type: none"> <li>Identify stakeholders, partners and prioritize</li> </ul>	July 2015	Stakeholders Team	Complete
	Scale of Plan: Summerland Municipality	May 2015	CPTF	Complete
	<ul style="list-style-type: none"> <li>Key Players: Task Force, CAO Development Services, Council</li> </ul>	June 2015		Complete
	Communication Plan <ul style="list-style-type: none"> <li>Community consultation: Identify and develop strategies for display boards, questionnaire, focus groups, youth, written submissions and open houses</li> <li>Questionnaire for public</li> <li>Ensure strategic engagement of all stakeholders</li> <li>Media communications including Review, Summerland newsletter, radio, arts and other groups</li> </ul>	May to September 2015  June 15, 2015  August 2015 Sept 2016	CPTF Members  CPTF  CPTF Communications team	Complete  Complete Ongoing
	Finances	Sept 15 2015	CPTF (CFO sign-off)	Complete

	<ul style="list-style-type: none"> <li>Develop a preliminary internal budget-develop reporting and reimbursement process</li> </ul>		required)	Complete
2. Information Gathering and Research (4 – 6 months)	<ul style="list-style-type: none"> <li>Identify areas that may require expertise.</li> <li>Arrange meetings, information sessions, workshops - with these experts.</li> </ul>	May – November 2015	CPTF	On-Going
		May 2015 – May 2016	CPTF	On-Going
	Develop Communication Technology and Materials <ul style="list-style-type: none"> <li>GIS Mapping</li> <li>Create Website</li> <li>Facebook Page</li> <li>Create Communications for Council and Stakeholders</li> </ul>	June- May 2016 July – August 2015 June Sept- Sept 2016	Ian McIntosh Jeremy/Betty Ann Betty-Ann/Barbara Communication Team	Ongoing Complete Complete On-Going
	Examine Municipal goals via OCP and other documents. <ul style="list-style-type: none"> <li>Determine potential overlap, or how cultural strategies can help achieve these goals.</li> <li>Develop explicit cultural development goals that build on existing community priorities</li> </ul>	June 2015 August-Nov 2015 Oct-Dec 2015	Ian, Janet and Doug Comment Collating Team CPTF	Complete Complete Complete
	Organize Information Gathering Workshops <ul style="list-style-type: none"> <li>Consultation Events</li> </ul>	August – October 2015	CPTF	Complete
	Develop a Knowledge Base <ul style="list-style-type: none"> <li>Strategic scan – gather, analyze and dispense information on environmental, economic, social and cultural trends and</li> </ul>	June – September 2015	External expertise CPTF	Complete

	developments in the community			
	Review existing documents <ul style="list-style-type: none"> <li>Economic Plan</li> <li>Historical Documents, etc.</li> </ul>	June – Nov 2015	Comment Collating Team	Complete
	Progress Report to Council	September 2015		Complete
3. Assessment and Analysis	<ul style="list-style-type: none"> <li>Gather and analyze detailed information on the community's cultural resources:</li> <li>Create a Cultural Map</li> </ul>	September – December 2015	Stakeholders Team	Complete
	Review all the Information <ul style="list-style-type: none"> <li>Quantitative – Survey Results, etc.</li> <li>Qualitative – Results from interviews, focus groups, etc.</li> </ul>	Jan- March 2106	CPTF Team	Complete
	Finances <ul style="list-style-type: none"> <li>Implementation budget</li> <li>Determine funding sources</li> </ul>	January- March 2016	Finance Team & CFO	Ongoing
	Identify opportunities and issues – themes/issues/priorities and Champions	March 2016	CPTF	Complete
4. Organization and Consultation	Revisit the goals to ensure that they are realistic and in line with the community's goals Organize meetings/open houses and/or other public events <ul style="list-style-type: none"> <li>With stakeholder groups</li> </ul> With the community at large	April 2016	CPTF	Ongoing
Reporting	Prepare a presentation to Council based on findings so far	April 2016	TBD	Complete
5. Writing the Plan	<ul style="list-style-type: none"> <li>Determine Plan content</li> </ul>	Mar-May 2016	Report-Writing Team CPTF	On-Going

	<ul style="list-style-type: none"> <li>• 1st Draft</li> <li>• Stakeholders meeting</li> </ul>	May 30,2016		
6. Public Consultation	<ul style="list-style-type: none"> <li>• Open House</li> <li>• Draft Presentation</li> <li>• Deliver Presentation</li> <li>•</li> </ul>	June 6,2016	CPTF – Ian  CPTF	On-Going  On-Going
7. Review open house	<ul style="list-style-type: none"> <li>• Rework report based on Feedback</li> </ul>	May - June	CPTF - Council	On-Going
8. Finalizing and Adoption	Present Draft Plan to the Community Feedback <ul style="list-style-type: none"> <li>• Organize meetings, etc.</li> <li>• Refine and improve</li> <li>• Remedy gaps</li> </ul>	July-Sept2016	CPTF - Council	On-Going
9. Launch	Final Open House	September - 2016	CPTF-Council	
10. Implementation, Monitoring and Review	<ul style="list-style-type: none"> <li>• Review</li> <li>•</li> </ul>	December 2016	Council/Coordinator	On-Going